

**Middlesex Community College**  
Assistant Professor/Program Coordinator, **Health Information Management**  
Full time, 10 month, Tenure Track

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

- Open To:** The Public
- Location:** Middlesex Community College
- Hours:** Full Time, 35 hours a week
- Salary:** \$53,066 approximate annual, plus excellent medical insurance, retirement and related fringe benefits
- Closing Date:** Applications must be received by closed of business (5 pm) on January 28, 2015.
- General Requirements:** A Master's degree in Health Information Management or a related field from an HIM program accredited by the Commission on Accreditation for Health Informatics Management Education (CAHIIM). Registered Health Information Administrator (RHIA) certification and one to four years of work experience in the field required. Preference will be given to candidates with demonstrable experience in academic and career advising, course and program development, intern supervision, online teaching, and/or academic career program accreditation.
- General Responsibilities:** Under the supervision of an Academic Division Director, the individual will teach full-time in the Health Information Management field, and receive one course release per semester to conduct administrative duties as the Program Coordinator for Health Information Management. Coordinator responsibilities include overseeing program accreditation, recommending, supervising, and evaluating part-time program faculty, managing internships, providing academic and career guidance to students, and leading efforts to develop new courses and maintain program currency. This position requires considerable interaction with students, faculty, and external constituencies. Candidates will be expected to develop and maintain working relationships with community partners in the College's service area. Additional responsibilities include serving on college committees; continued professional development by maintaining membership in professional organizations; developing liaisons with colleagues in the field as well as those teaching in high school and four-year institutions of higher education; and other service responsibilities related to a full-time faculty position in support of the mission of the college.
- Substitution Allowed:** Applicants who do not meet the minimum qualifications as stated, or who possess a degree in a related field, are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.
- Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.
- Application Instructions:** Send letter of intent, Board of Regents application (available at <http://mxcc.edu/jobs/>) resume, copies of transcripts, and the names of three references to:

**Human Resources**  
**MIDDLESEX COMMUNITY COLLEGE**  
**100 Training Hill Road**  
**Middletown, CT 06457**  
**Fax: 860-343-5870**  
**Or email to: [MX-HR-Recruitment@mxcc.commnet.edu](mailto:MX-HR-Recruitment@mxcc.commnet.edu)**

For more information about Middlesex Community College please visit our website, [www.mxcc.commnet.edu](http://www.mxcc.commnet.edu)

**MIDDLESEX COMMUNITY COLLEGE IS AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER, M/F PROTECTED GROUP MEMBERS ARE STRONGLY ENCOURAGED TO APPLY.**

Middlesex Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Adrienne Maslin, Title IX Coordinator and Section 504/ADA Coordinator, [amaslin@mxcc.edu](mailto:amaslin@mxcc.edu); 860-343-5759; Queen Fordham, Secondary Title IX Coordinator, [qfordham@mxcc.edu](mailto:qfordham@mxcc.edu), 203-608-3011; or Mary Lou Phillips, Secondary Title IX Coordinator, [mphillips@mxcc.edu](mailto:mphillips@mxcc.edu).